



General Services Administration  
National Capital Region  
Washington, DC 20507

APR 12 1983

DD/A Registry
83-1007

Mr. Harry E. Fitzwater  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, DC 20505

DD/A REGISTRY  
FILE: 90-1

Dear Mr. Fitzwater:

The General Services Administration (GSA) has recently acquired an Automated Telephone Directory System that has the capability to rapidly update agency directory listings maintained by GSA. The new system will accept computer formatted directory input data via a magnetic tape from any compatible agency source. This procedure was explained in a GSA mailgram sent to your communications managers in November 1982. Based upon current responses, we have taken steps to maintain the proper computer interface between GSA and your agency.

For those agencies which do not have the capability to input the data by magnetic tape, the Standard Form 146, Change in Telephone Listings, can still be used to update the GSA maintained directory. However, in either case, it is very important that all directory inputs be provided to GSA on a timely basis so that we may provide to the general public and all Government agencies the most current information on your agency. We would appreciate any assistance you can provide to ensure that timely responses are provided GSA to maintain this desired level of service.

If there are any questions you would like to have answered or any additional information you may need, please contact a member of the Telecommunications Branch, Planning Section on 472-9327.

Sincerely,

ARLENE D. SCHLEY  
Acting Regional Administrator

83-1007

## ROUTING AND TRANSMITTAL SLIP

Date

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1. EO/DDA

15<sup>APR</sup>  
1983

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

cc: D/OC (any desired action)  
D/OL (FYI)

DO NOT use this form as a RECORD of approvals, concurrences, disposals,  
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.